

NOTICE OF VACANCY

The Lower Rio Grande Valley Development Council (LRGVDC) is presently accepting applications for the position of:

JOB TITLE:	ASSISTANT DIRECTOR
TYPE OF POSITION:	Full-Time (Exempt)
SALARY:	Starting pay \$51,614 - \$84,479 (Final salary commensurate upon education and/or experience)
DEPARTMENT:	Public Safety
DIVISION:	Regional Police Academy
APPLICATION DEADLINE:	OPEN UNTIL FILLED
JOB DESCRIPTION:	See Attached
CONTACT PERSON:	Eddie Reyes Director of Human Resources

The LRGVDC is an equal opportunity employer and does not discriminate on the basis of race, color, religion, sex, national origin, age, or disability in employment or in provision of services. This statement is with the LRGVDC's EEO/Affirmative Action Plan of 1994, as approved by the Board of Directors and in accordance with EEO laws and regulations. In compliance with the Americans with Disabilities Act, any requests for reasonable accommodation needed during the application process should be communicated by the applicant to the Director of Human Resources. Application available at <http://www.lrgvdc.org/employment.html>

A completed LRGVDC job application with an attached resume must be submitted digitally to: hrdept@lrgvdc.org

Lower Rio Grande Valley Development Council
Eddie Reyes, Director of Human Resources
301 W. Railroad St., Building D
Weslaco, TX 78596

LOWER RIO GRANDE VALLEY DEVELOPMENT COUNCIL

ASSISTANT DIRECTOR

JOB DESCRIPTION

LRGVDC CLASSIFICATION INFORMATION

DEPARTMENT: Public Safety

DIVISON: Regional Police Academy

TITLE: Assistant Director of Regional Police Academy

STATE CLASSIFICATION INFORMATION

CLASS TITLE: Manager I

JOB STATUS: Exempt

SALARY GROUP: B22

SUMMARY OF POSITION

Performance routine (journey-level) managerial work administering the daily operations and activities of the agency's business function, division, or department. Work involves establishing goals and objectives; developing guidelines, procedures, and policies; developing schedules, priorities, and standards for achieving established goals; coordinating and evaluating business function, division, or department activities; developing and evaluating budget requests and monitoring budget expenditures. Plans, organizes, and directs activities for the Regional Police Academy. Performs a variety of technical, analytical and administrative work related to administration of the cadet training academy. Manages the Police Academy and Regional Training Center activities, and coordinates activities with other regional council departments. Supervises the work of others. Works under moderate supervision, with limited latitude for the use of initiative and independent judgment. Determines all training schedules and curriculum in compliance with TCOLE requirements.

ORGANIZATIONAL RELATIONSHIPS

1. **Reports to:** Director of Public Safety and/or LRGVDC Executive Director
2. **Directs:** This is a supervisory position, supervises support staff.
3. **Other:** Has regular contact with policy and advisory committees of the regional council; local, state, federal law enforcement, criminal justice agency representatives, and the general public.

EXAMPLES OF WORK

Essential Duties*

- ❖ Manages the day-to-day operations and instructional criteria for the administration of regional cadet training academy and manages all aspects of compliance with Texas Commission on Law Enforcement including relevant regulations, statutes, and policies.
- ❖ Maintains up-to-date knowledge of state and federal laws and regulations governing Regional Police Academy services and provides recommendations regarding necessary changes and/or updates to program activities.
- ❖ Provides oversight and monitoring of the program(s) administrative and instructional practices, monitors work flow, and evaluation products, methods, and procedures for compliance requirements;
- ❖ Develops program budget, including monitoring expenditures and preparing, negotiating, and administering grants and contracts for program and fiscal compliance;
- ❖ Supervises support staff, assigning and planning work, ensuring training, providing recommendations.
- ❖ Collects, compiles and organizes statistical data;

*For the purpose of compliance with the Americans with Disabilities Act (ADA).

- ❖ Coordinates program(s) activities with other departments and outside agencies and organizations.
- ❖ Provides technical assistance to member governments and law enforcement agencies on law enforcement and training matters.
- ❖ Coordinates local, state, and federal activities within the region.
- ❖ Reviews and disseminates research materials to member governments.
- ❖ Provides staff support to policy and advisory committees of the regional council; and
- ❖ Attend conferences, seminars, and workshops as needed.

Other Important Duties*

Performs such other related duties as may be assigned.

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of: Local, state and federal laws and regulations relevant to a business function, division, or department; and of the principles and practices of public administration and management. Training, rules, regulations, and guidelines related to program administration activities, and planning and program development.

Skill/Ability to: Use logic and reasoning to identify the strengths and weakness of alternative solutions, conclusion, or approaches to problems; and in the operation of a computer and applicable software. Evaluate regional needs and develop appropriate plans in the areas assigned; prepare and analyze program management reports; demonstrate proficiency in both oral and written communication; supervise and motivate employees; maintain effective working relationships with policy and advisory committees of the regional council and local, state, federal law enforcement, and agency representatives.

ACCEPTABLE EXPERIENCE AND TRAINING

Bachelor's degree in business or public administration, plus at least two (2) years of experience in related field; *or* high school graduate, or its equivalent, plus four (4) years of experience in related field; *or* any equivalent combination of experience and training which provides the required knowledge, skills, and abilities.

Registration, Certification, or Licensure

- Active/Current TCOLE Peace Office License;
- TCOLE Instructor Certificate
- Valid Texas Driver's License

_____ Employee's Printed Name	_____ Employee's Signature	_____ Date
_____ Director's Signature	_____ Date	

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